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FO must be in MS Excel format

Republic of the Philippines
OFFICE OF CIVIL DEFENSE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of OFFICE OF CIVIL DEFENSE in the CSC website:


USEC RICARDO B. JALAD
 (Head of Agency) **AUG 03 2018**
 Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Communications Equipment Operator III	OCDB-CEO3-2-1998	9	17,473.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours relevant training	One (1) year relevant experience	MC 10, S. 2013 Cat. II		Information and Communication Division - Operations Service
2	Communications Equipment Operator II	OCDB-CEO2-11-1998	6	14,340.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	MC 10, S. 2013 Cat. II		REGION 4B (MIMAROPA)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 13, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

USEC RICARDO B. JALAD thru: Human Resource Management and Development Division
 Administrator
 Camp Aguinaldo, Quezon City
ocd.recruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.